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DOCUMENTS CROSS-REFERENCED  
ATTACHED:

GR-84-18737

Approved For Release 2009/09/16 : CIA-RDP87M00539R002604240010-0

Executive Registry

85-

1949

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Secretary of the Year Awards

FROM

EXTENSION

NO.

Chairman, DCI Secretarial/Clerical  
Management Advisory Group

DATE

17 May 1985

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

Executive Director

2.

3.

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DCI  
EXEC  
REG

P-106

ADMINISTRATIVE INTERNAL USE ONLY

17 May 1985

MEMORANDUM FOR: Executive Director

FROM:

Chairman, DCI Secretarial/Clerical  
Management Advisory Group

SUBJECT: Secretary of the Year Awards

1. The DCI Secretarial/Clerical Management Advisory Group thanks you for supporting the Secretary of the Year program. Your attendance helped make the ceremony a special occasion for the recipients and for all Agency secretaries.

2. The MAG is proud to have instituted this program and pleased that it has elicited such a positive response from Agency employees. We believe the winners represent the high quality and excellence that the Central Intelligence Agency stands for and hope this sets a precedent for the years to come.

3. We particularly appreciate the enthusiastic support of Chief Executive Registry. All nomination statements were forwarded to his office and he meticulously kept track of all 134 statements received.

4. The MAG is in the process of evaluating the program. Our recommendations will be forwarded for your concurrence and the DCI's approval. We welcome any comments or suggestions you may have.

5. Your support has helped make our hard work worthwhile.

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